

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P.O. Box 2870
Portland, Oregon 97208-2870

CENWD-HR
Regulation
No. 690-1-6

30 May 2003

Civilian Personnel
NEW EMPLOYEE SPONSOR PROGRAM

History. This issue is a revision of former NPDR 690-1-300, to include the entire Northwestern Division as a result of division restructuring.

Summary. This regulation on the policy and procedures of the New Employee Sponsor Program within the Northwestern Division is revised because of the Northwestern Division restructuring and the change of District Human Resource offices to Civilian Personnel Advisory Centers.

Issue of supplements to this regulation by district commanders is permitted but not required. If supplements are issued, activities will furnish two copies of each to Commander, Northwestern (CENWD-HR), P.O. Box 2870, Portland, Oregon 97208-2870.

1. PURPOSE. To provide guidance to civilian employees assigned responsibility to serve as point of contact and sponsor for new employees from outside the duty station commuting area.
2. APPLICABILITY. This regulation applies to all Headquarters, Northwestern Division and District employees and all candidates selected for permanent assignment to an activity of the Northwestern Division.
3. REQUIRED REFERENCE. AR 600-8-8 (The Total Army Sponsorship Program). Cited in paragraphs 8 and 9.
4. RESPONSIBILITIES.
 - a. District Commanders will establish sponsor programs tailored to the particular district activities, considering their missions and geographic locations.
 - b. The Division Human Resource Director will:
 - (1) Monitor the effectiveness of the Sponsor Program.

*This regulation supersedes NPDR 690-1-300 dated 10 September 1992.

(2) Determine corrective action to ensure compliance with the intent of applicable regulations, when appropriate.

c. The District Civilian Personnel Advisory Center (CPAC) Chief will:

(1) Administer the Sponsor Program in accordance with this and other applicable regulations.

(2) Implement corrective action to ensure compliance with the intent of this regulation.

d. The Division and Office Chiefs will appoint sponsors who are:

(1) Not the incumbent in the position to which the replacement will be assigned. (Exceptions to this may be made if incumbents will have at least one-week overlap and will be able to provide the proper assistance to their replacements.)

(2) Equal or higher in grade than the incoming employee.

(3) Volunteers, when possible and able to present the Corps and the local mission work environment and community in a positive manner.

e. The sponsors will prepare and dispatch welcoming letters appropriate to the District office or project, including a welcoming packet of materials from the local chamber of commerce, or the address to write to for such material, or appropriate website to obtain local information.

5. POLICIES AND PROCEDURES.

a. Every new employee is entitled to maximum assistance, within available resources, to minimize relocation problems. They are encouraged but not required to participate in the Sponsorship Program. DA employees desiring sponsor assistance must complete DA Form 5434 (Sponsorship Program Counseling and Information Sheet), copy on page 4, and forward it to the gaining activity.

b. Detailed information will be prepared and forwarded to incoming personnel who are eligible to have sponsors appointed, if they choose to participate.

c. Sponsors will be given sufficient time away from their duties to provide necessary assistance to new arrivals.

d. All newly assigned personnel and their family members must be received in a courteous and professional manner.

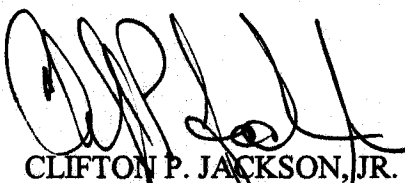
6. ELIGIBILITY FOR SPONSOR ASSISTANCE. A sponsor will assist all new employees assigned by transfer, reassignment, reinstatement or competitive/excepted appointment when requested. A designated sponsor will provide thorough and prearranged assistance to each new arrival that is not currently a federal employee. Sponsorship will not be provided in cases where employees are returning to organizations where they had previously been assigned for cross training or employees returning from overseas or long term training, etc.

7. SPONSOR TRAINING/ORIENTATION. Sponsors, by their familiarity with the duty location and community, have much of the knowledge they need to assist employees. Although sponsors are not expected to know all the technical details of civil service employment, travel regulations, etc., they can assist the new employee by obtaining answers from the appropriate source or guiding the new employee to the source, when practical.

8. WELCOME PACKETS. Welcome packets will be preassembled and include all appropriate items listed in AR 600-8-8.

9. SAMPLE LETTERS. Sample letters assure that important information is not overlooked and save the time of sponsors and others responsible for assisting the new employee. They may either be preprinted with fill-in blanks or stored electronically. Sample letters from the following should be included: the Commander, the Sponsor, the Supervisor, and the District Personnel Officer. Sample letters, which should be modified, as appropriate, are found in AR 600-8-8.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

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SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET

For use of this form, see AR 600-8-8; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, USC Section 301.
PRINCIPAL PURPOSE: Personnel service support.
ROUTINE USES: To counsel soldier or civilian employee about sponsorship program entitlements, obtain a sponsorship election, and provide information to gaining battalion or activity on arrival of new members.
DISCLOSURE: Mandatory. Nondisclosure may prevent participation in the sponsorship program.

1. SPONSORSHIP PROGRAM ENTITLEMENTS. (To be used by personnel reassignments work center or civilian personnel office in counseling soldier or civilian employee about sponsorship program.)

- a. Welcome letter
- b. A sponsor for information and help
- c. Army Community Service relocation services
- d. Greeting upon arrival
- e. Assistance with inprocessing and outprocessing
- f. Orientation to the new unit or activity and the community

2. SPONSORSHIP PROGRAM ELECTION. A sponsor will be appointed unless soldier or civilian employee initials the space below.

_____ I do not want a sponsor.

3. ARRIVAL INFORMATION TO ASSIST GAINING BATTALION OR ACTIVITY:

a. I expect to arrive at your command on/about _____
(Month and Year)

b. My status will be (check one):

☐ Married/accompanied ☐ Single/accompanied ☐ Married/unaccompanied ☐ Single/unaccompanied

c. Accompanied by family members:

NAME	AGE	SEX	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. LOCATOR INFORMATION

a. CURRENT UNIT/ACTIVITY ADDRESS		b. DSN PHONE NUMBER
c. LEAVE ADDRESS AND PHONE NUMBER		d. HOME ADDRESS AND PHONE NUMBER
At this address until:		At this address until:

5. REQUEST INFORMATION ON: (Note: If soldier or employee is being relocated near an Army Community Service Center, he or she may obtain general information such as housing, medical facilities, and schools for that area by contacting the local Army Community Service.)

I have been counseled on the sponsorship program and understand my entitlements.

TYPED OR PRINTED NAME	RANK/GRADE	SSN
MILITARY CAREER FIELD/CIVILIAN OCCUPATIONAL SERIES	SIGNATURE	DATE